

<b>TRANSMITTAL SLIP</b>		DATE 6/9/70
TO: Deputy Director for Support		
ROOM NO.	BUILDING	
REMARKS:		
FROM: C/LSD/OL		
	BUILDING Hqs.	EX <input type="checkbox"/>

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

ADMINISTRATIVE -- INTERNAL USE ONLY

DD/S 70-2374

FILE

9 JUN 1970

## MEMORANDUM FOR THE RECORD

SUBJECT : Office of Training (OTR) Request for Classroom Space  
in the Headquarters Building

REFERENCE: Memo fm D/OTR to DD/S of 13 Feb 70; subj: OTR  
Classroom Space in Headquarters Building

1. The reference requested that 800 square feet of space located in [ ] be reconfigured for use as an OTR classroom. Subsequent to this request, this particular space was assigned to the Office of Special Projects (OSP/DDS&T) because of urgent operational priority.

2. Whereas, the Deputy Director for Support, the Director of Logistics and the Director of Training have agreed the OTR requirement for classroom space within the Headquarters Building is valid, and in consideration of the need to pre-empt the [ ] space in favor of the OSP/DDS&T priority, it is hereby stated that OTR will be provided with suitable classroom space in the Headquarters Building at the first available opportunity. Such space will be sized approximately 800 square feet and will be reconfigured to meet OTR specifications.

[ ]  
Chief, Logistics Services Division, OL

## Distribution:

Orig - OL/LSD

✓1 - DDS

1 - D/OTR

1 - D/L

1 - OL/LSD/SM&amp;FB

OL/LSD/[ ] 5 Jun 70)

ADMINISTRATIVE -- INTERNAL USE ONLY